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TO : Chief of Logistics

DATE: NOV 10 1954

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:a. Washington Depot: (continued item)

(1) The physical count of Ordnance material is progressing in a most satisfactory manner. The actual count of the items should be completed by Wednesday, 17 November 1954.

(2) At approximately 1715 hours, 8 November 1954, the fire in the Dravo Heating Unit located adjacent to the Packing and Crating Section went out which caused oil to pour on the hot fire box. This caused a considerable amount of smoke. Personnel from the Test and Evaluation Section, who were working overtime, noticed the smoke and immediately investigated. On the way back to the Guard Station another deficiency was noticed in the same general location. The small automatic nailing machine was smoking and a small fire extinguisher had to be used to cool off the hot motor. It was found on investigation that a faulty switch on the machine caused a short-circuit and the subsequent minor smoldering. The switch and motor have been disconnected and the machine will not be utilized until a new switch is secured. The Communications personnel reported both deficiencies to the Guard on duty who took prompt action and PBS Engineers repaired the Heating Unit during the night. A report was also submitted to the Building Guards Superiors.

b. Supply Training: (continued item)

(1) TSS is not conducting an item familiarization demonstration during the current reporting period. The next scheduled demonstration, 17 November 1954, will be attended by four members of the Supply Division.

(2) All necessary arrangements for the Supply Division phase of the Fifth Logistics Support Course starting on 15 November 1954 have been completed.

(3) Four members of the Supply Division are presently attending the Fifth Logistics Support Course.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

- (1) The volume on Ordnance material is currently being printed and assembled by Printing and Reproduction Division.
- (2) Transportation and Aerial Delivery Equipment: The Division is awaiting new "Header Cards" from Reproduction. All panels will be sent to Photographic Section upon insertion of "Header Cards", scheduled to be accomplished during the next reporting period.
- (3) Electrical Wire, and Power and Distribution Equipment: Panels were sent to Reproduction on 5 November. The completion date for the preparation of negatives is not available as yet.
- (4) The typing of panels for the section on Electrical Connectors is progressing satisfactorily. Upon completion of the above, revisions to stock status cards will be scheduled.
- (5) The proof copy of Group 75, Office Supplies, is still being prepared by Reproduction, meanwhile, the processing of stock status cards is continuing.

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b. [REDACTED] (continued item)

- (1) Packaging and packing of an additional large quantity of material for the project will be completed at Washington Depot in the next several days.
- (2) Follow-up with a delinquent supplier of material for the project has been discussed with a representative of Procurement Division. The Supplier has been contacted and it is believed that conditions attributing to his delinquency have been resolved and that delivery of material will be forthcoming.

c. Requirements Forecasts: (continued item)

The tabulation of items has been received from WE, FE and SE Area Divisions with adjusted or affirmed net requirements. A follow-up action will be initiated to the remaining Area Divisions which have not returned these requirements.

d. Supply Regulations: (continued item)

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- (1) [REDACTED]  
A memorandum forwarding the Handbook to Regulations Control Staff, DDA,

- 2 -

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through Chief of Logistics is being prepared.

25X1A (2) [REDACTED] A policy determination regarding the grades of personnel to be authorized the use of executive furnishings is to be recommended by Administrative Staff/LO and Technical Review and Policy Staff/LO.

25X1A (3) [REDACTED] Draft of the proposed regulation has been returned by the Technical Review and Policy Staff and Administrative Staff with comments for revision and request for re-submission.

e. Strategic Reserve Requirements: (continued item)

25X1A6a (1) Comments on studies relative to strategic reserve requirements (small arms and ammunition) have not been received from DD/P (Admin.).

25X1X4 (2) A dispatch to [REDACTED] was prepared on strategic reserve requirement for [REDACTED] and TSS items and estimated requirements for all other items contained in [REDACTED] Handbook #1. The heavy weapons and ammunition portions of these estimates are in terms of weights and cubes.

25X1C (3) A table of [REDACTED] assets for DD/P (Admin.) has been compiled and forwarded.

f. Emergency Stockpile of Specialized Ordnance Material: (continued item)

A memorandum of understanding between the Office of Training and the Logistics Office with relation to the stockpile has been written and the handling procedure has been finalized. Logistics Office internal concurrences have been obtained from all elements concerned. Upon approval of the Chief of Logistics, all papers will be forwarded for concurrence to the Office of Training.

3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

The following rush shipments were coordinated through Washington Depot: One for TSS, three for SR Division and one for EE Division.

b. Special Ordnance Material: (continued item)

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(1) The performance test on [REDACTED] ammunition has been completed, but the recapitulation of results has not been finalized as yet.

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(3) Work orders are being prepared to rehabilitate the [redacted] material recently received at an Ordnance installation. 25X1C

(4) The testing and evaluation of the new [redacted] is still in progress. The samples of the new replacement parts have been received from the factory and tests of these parts are scheduled. 25X1C

c. Office of Communications Strategic Reserve Program: (new and continued item)

All of the items listed under the "two-position station", Strategic Reserve Program of the Office of Communications, have been pulled from stock. This material is being assembled and packed under the supervision of Supply Division personnel. Specifications are being written for every container involved in this portion of the program so that the three [redacted] will conform to all of the requirements of the program. 25X1A6a

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d. Briefing at Fort Belvoir: (new and completed item)



e. Stock Level Review and Replenishment: (new and completed item)

Stock levels are being revised for Family Groups I, II, III, and IV in accordance with new replenishment schedule. Requisitions for items to bring stock position into agreement with stock levels will be submitted during the month of December.

f. Procedures for Depot Stock Control Section: (new and completed item)

The written procedures covering the operation of the Receipts Control Unit has been completed. A review and analysis will be made at the earliest practicable date.

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- g. Replacement of Agency Vehicles [REDACTED] at Stations: (new and completed item)

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Representatives of Transportation Division, Security Staff, and Supply Division met to discuss the problem of replacing Agency vehicles [REDACTED] which are registered and shipped in the name of [REDACTED]

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After careful consideration, it was agreed that, though this would entail a cost to the Agency of approximately \$500.00 per unit, the most feasible way of handling the problem from a security standpoint would be to delegate authority to field stations for overseas procurement.

- h. Building Supply Office Requisitions: (new and completed item)

At a meeting attended by all Building Supply Officers and other interested Supply Division representatives, an itemized list of fast moving BSO items was agreed upon. Approximately 110 line items will be pre-printed on reproducible requisition continuation sheets. These replenishment requisitions will be submitted during the first and third week of each month.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Supply Division memorandum, dated 18 October 1954, for the "Quarterly Summary of Office Objectives".

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LO/SD/OD:dmg (10 Nov. '54)

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